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October 14, 2008

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D. M.P.H. *Jonathan E. Fielding*
Director and Health Officer

SUBJECT: **DEPARTMENT OF PUBLIC HEALTH, OFFICE OF AIDS PROGRAMS AND
POLICY HIV PREVENTION CONTRACT UPDATE**

This is to provide information regarding the Department of Public Health, Office of AIDS Programs and Policy's (OAPP) intent to extend HIV prevention service contracts beyond the current contract term.

Earlier this year, OAPP re-solicited its HIV prevention services portfolio through the release of three separate Requests for Proposals (RFP): 1) RFP Number 2008-01 HIV Counseling and Testing Services, 2) RFP Number 2008-02 Health Education/Risk Reduction (HERR) Services and 3) RFP Number 2008-03 HIV Counseling and Testing Services Rebid. These RFPs were released between the spring and summer of 2008 with the intent of recommending new service contracts to begin January 1, 2009. The existing HIV prevention contracts are scheduled to expire December 31, 2008.

While OAPP has made progress with the RFP review process, it has confronted issues that continue to contribute to RFP completion delays. These issues include 1) the need to release RFP Number 2008-03 based on the absence of proposals to serve target risk groups in SPA 1 and SPA 5 in response to RFP Number 2008-01, 2) a larger than anticipated submission of proposals that has narrowed the local review panelist field and 3) the ongoing difficulty recruiting and scheduling informed, non-conflicted review panelists.

A total of 204 proposals were submitted in response to the three RFPs, with 150 proposals from 46 agencies submitted in response to RFP 2008-02 alone. This volume has resulted in a scarcity of potential reviewers who are both familiar with HIV prevention science or counseling and testing efforts and who do not have a conflict with the review process. While OAPP has successfully recruited reviewers from throughout the Department of Public Health, other County Departments and outside jurisdictions, there is still a shortfall of about 49 reviewers out of approximately 110 needed for all three RFP processes.

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OAPP is currently scheduled to complete the HCT review process by early November 2008 and the HERR review process by mid to late December 2008. The remaining steps of the process include finalizing funding recommendations, negotiating contracts and preparing contracts for review and deliberation by the Chief Executive Office and your Board.

As such, DPH will be requesting of your Board the renewal of current HIV prevention contracts for an additional three-month period beginning January 1, 2009 and through March 31, 2009 with an optional month-to-month extension up to three additional months. The Board Letter requesting this action will be placed on a December Board agenda. Providers will be notified of this change in schedule within the next week.

If you have any questions or need additional information, please let me know.

JEF:sfr

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors